

AFFORDABLE HOUSING COMMISSION MINUTES

July 27, 1:30pm

414 E First St.

City Hall Permit Center

Newberg Teleconference Meeting

(This is for historical purposes as meetings are permanent retention documents and this will mark this period in our collective history)

CALL MEETING TO ORDER

Chair EC Bell called the meeting to order at 1:37 p.m.

II. ROLL CALL

Members Present: EC Bell, Chair
Larry Hampton
Carol Sherwood
Melisa Dailey
Shannon Eoff (arrived late)

Staff Present: Doug Rux, Community Development Director

III. APPROVAL OF MINUTES – April 27, 2021

MOTION: Member Sherwood and Member Dailey moved to approve the April 27, 2021 Newberg Affordable Housing Commission Meeting Minutes, Motion carried 4/0

IV. PUBLIC COMMENTS: None

V. TIME SENSITIVE GRANT REQUEST – NEWBERG AREA HABITAT FOR HUMANITY

Chair Hampton noted he may have a potential conflict of interest with this topic.

CDD Rux noted because they're not making a decision by their declaration given they are only making a recommendation, but with Chair Hampton's affiliation with Habitat it will be on the record.

CDD Rux noted he did the NOFA and received one application for the Time Sensitive Grant, which was from Newberg Area Habitat for Humanity. Their request is for a grant of \$5,000 for their "A Brush with Kindness" to assist low income households to do improvements to particular residences with weatherization and heating. He noted staff went through and did the evaluation and concluded that it met the minimum requirements in the proposal. It will be up to the Commission members to score.

CDD Rux noted \$5,000 Grant would be matched with in-kind contributions with a total project amount of \$12,500. In the report there are different organizations listed in their application that assist them in these types of endeavors. They anticipate they will do approximately seven projects over the course of a year starting from the time the City Council makes the award if it is recommended. He noted they have a Grant Contract that they would have to go through as well and did a list in the report of some potential items to be considered. One is that there would have to be a Grant Contract entered into between the City of Newberg and Newberg Area Habitat that if they do not spend all the money within one year period, any remaining funds would have to come back into the fund. They would have to provide quarterly reports and a close out report, also showing the homeowner and renters that are being assisted so the Commission can see the progress work is being done, which will be shared with the City Council. He noted in the packet is the scoring matrix for the Commission to score.

Chair Hampton noted the minimum threshold criteria has been met, so the scoring will start with number 10.

10. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing within the City.

Member Dailey scored 7 and noted there's no ability to retain the housing affordability beyond the people who are living there but is staying affordable by keeping people in their homes in an affordable way.

Chair Hampton scored 5 and noted because it is not new housing but it is retaining and rehabilitating existing housing so people can stay in their homes.

Member Sherwood asked if they are enabling people to stay in their home or making their home more comfortable. Chair Hampton responded sometimes both, for example they have built ramps to allow people to stay in their home so it is accessible as they age.

Member Bell noted they have had this working relationship with Newberg Area Habitat in the past. He asked if anyone on the Commission thinks it should score lower than a 5 or 6 and if no one does, maybe they can tag it as a 7 and move onto the next criteria. The Commission agreed to score this at 6 to 7.

11. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable the higher ranking the project shall be given.

Chair Hampton noted it depends on the project, if it is weatherization it does keep it affordable for people to live in it longer, but they don't know what these projects will be exactly.

Member Bell scored 10-11 and noted could Habitat interact with the current renters or owners to give reasonable intention to stay in the house and not help the flipping market.

Chair Hampton agreed and shared one situation several years ago where the family stepped in and sold it which was frustrating to Habitat in this situation because it was not affordable anymore.

CDD Rux noted on conversations with Habitat about making sure that they have the correct documents in place when doing these programs so that flipping does not occur and if it does the owner has to pay the money back to Habitat and it would come back to the City of Newberg.

Member Dailey scored 10, Member Sherwood scored 10 and Member Eoff also scored a 10.

12. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.

Member Dailey scored 4 based on the program not being all about energy conservation because of the wheelchair ramps, but also it doesn't seem that it addresses all energy efficiency measures, for example a full house makeover for energy efficiency. She noted it would be interesting to see before and after the project is done their energy bills for comparison.

Chair Hampton scored 3 and asked if the commission was ok with scoring this a 3.

Member Bell scored 3 or 4 and Member Dailey noted she is good with that score also.

13. The project maximizes partnerships in the Community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.).

Member Sherwood scored 5 and Member Dailey agreed and scored 5 which was the consensus of the Commission.

14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.

Member Dailey scored 10

Chair Hampton noted existing resources would be the labor part. Habitat has a labor force that builds and they would be using that in innovative ways. He noted Habitat is doing these things because no one else is so it definitely doesn't duplicate services that are being provided. When there's a chance to work with another organization, then Habitat tends to aim people towards that as well. He would give a score of 8 to 10 and noted the consensus of the Commission agreed.

15. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.

The Commission consensus was a score of 10.

16. The budget and timeline are thorough and realistic (evidence of construction and or service costs required with application).

Chair Hampton score 8 and noted for the kind of projects they're talking about it is hard to be specific about either timeline or budget.

Member Dailey score 8 – 10 and Member Bell agreed and scored 10. Consensus of the Commission was a 10 score.

MOTION: Member Bell and Member Dailey motioned to recommend to the City Council to fund the Time Sensitive Grant for Newberg Habitat for Humanity in the amount of \$5,000, Motion carried 5/0

Member Sherwood asked if the time frame for applying for funds is open. CDD Rux responded it ended on May 31, 2021. Member Sherwood asked what happens to the money not used and how much is in the fund. CDD Rux responded that the unused money gets rolled over into the following year and that he would have to look back on what the specific amount that is available. He noted it is not lost and that it goes into a trust fund and is re-budgeted the following year. Another NOFA would go out and the deadline would be around May 31st 2022 for applications.

VI. AFFORDABLE HOUSING COMMISSION RESPONSIBILITIES AND MEETING SCHEDULE

CDD Rux noted there is a series of activities for the Commission coming up. They have applied for a Housing Production Strategy Grant of \$75,000 to the Department of Land Conservation and Development. They will hear if it was approved in the early part of September 2021. In that proposal they had to have a Citizens Committee and the City Manager asked about utilizing the Affordable Housing Commission as the Committee because the City has the 5-year Work Program on housing so it structured the application. There will be six meetings over the course of about a year and a half for this particular Grant.

CDD Rux noted that they have the 5-year Work Program identified for this coming fiscal year (FY 21/22). They are looking to put together new regulations for small and tiny homes, and for standards for recreational vehicles, because they are constantly getting asked if RV's can be lived in. Car camping has come up before. It was on the list to put together sharing of utility lines, water and sewer lines for some cost efficiency. Then revising the regulations related to second kitchens in homes, to allow in house ADUs. He noted the 5-year Work Program was basically supposed to start July 1st and he is in the process of trying to hire a Housing Planner to work on this Work Program. He noted there will be a whole body of information that will continually come in front of this Commission for feedback. There will also be the Planning Commission involvement because there are some Development Code changes and modifications that need to be done, similar to what has been done in the past. There is the Construction Excise Tax that has been collected between January 1st and June 30th which is approximately \$240,000. He noted he is hiring a Housing Planner and coming up with a whole program where documents are going to have to be prepared, handouts to be done and all this will need to be reviewed by the Commission. He noted eventually they will be partnering with a developer to build some affordable units and it will require the Commission to review and recommend to the City Council on awarding any funding, it could be investing in a project or it could be assisting by writing down SDC charges. The Legal department will have to prepare all the necessary documents but the Commission will want to make sure that they review.

CDD Rux asked the Commission if they would be willing to meet more frequently than on a quarterly basis, possibly monthly.

Member Eoff noted she is fine with meeting more frequently.

Chair Hampton agreed meeting more frequently is fine with him.

Member Dailey noted she may have a problem meeting during the work day and also suggested shorter meetings. CDD Rux asked if it would be easier to have these meeting in the evenings rather than in the middle of the day. He also noted he has to rewrite the guidelines to add in the Construction Excise Tax, and instead of this Commission being

established by a resolution he would change the Code and set up a more formal structure with guidelines for operating procedures, which could include the meeting times.

Member Eoff noted she is in favor of meeting later in the afternoon or in the evening.

Member Dailey noted a 4:00pm meeting would work better, Member Eoff agreed.

Member Sherwood said she would vote for evening.

Chair Hampton noted he has some evening meetings scheduled so it would depend on when and prefers late afternoon.

CDD Rux noted he is hearing that the general consensus is ok for more frequent meetings and changing the time to late afternoons. He asked if the Commission has a problem taking on this additional responsibility when they get approved for the grant for the Housing Production Strategy. He noted they will have a couple open houses in the evenings that the Commission Members would be invited to participate in and hear what the Community may have to say. Noting the general consensus is okay.

VII. COMMUNITY DEVELOPMENT BLOCK GRANT

CDD Rux noted the Community Development Block Grant application for \$500,000 was received a conditional award. He will be continuing on with Business Oregon and will get the necessary paperwork and contracts in place.

CDD Rux noted they are looking forward to the second round of making improvements to manufactured homes and manufactured home parks. There are some very happy residents from the last time they did this program.

VIII. VERTICAL HOUSING DEVELOPMENT ZONE

The Vertical Housing Development Zone was passed by City Council and went into effect on June 16, 2021. There was one inquiry about a potential project in the Downtown Area but he doesn't feel that it is going to move forward.

IX. MIDDLE HOUSING – DUPLEXES

CDD Rux noted City Council approved the ordinance for Middle Housing for duplexes with 52 to 53 different sections of the Development Code changed. They updated the Springbrook Master Plan, the Northwest Pacific Plan, and the Springbrook Oaks Master Plan to allow for all the duplexes. Our vendor who manages our website for our Code has notified him that they have finished and it has gone live. He noted they are in the process of getting the contract signed with 3J Consulting to do Phase II of the Middle Housing project, which is triplexes, quads, cottage clusters and townhomes. He noted more clarity is coming out of DLCD on how to implement. The plan is to hold a public hearing in November with the Planning Commission and in December with the City Council.

X. HOUSING NEEDS ANALYSIS

CDD Rux noted the Commission had seen the HNA document on several occasions and it has been accepted by the City Council. There were some questions raised about the Middle Housing 3% provision. It wasn't done in the March version of the HNA, but was followed up with some conversations with the DLCD staff who indicated that to comply with the 3% provision would be in the next iteration of the HNA, which would be roughly eight years from now. He noted they had some Community comments that should be considered because it affects the housing capacity in the land supply. He directed the Consultant to go back and make modifications to the HNA and Chapter 6 to incorporate the 3%. He noted the memo he put together in the March version, that they have a surplus of 31 acres of low density, a deficit of 37 acres in medium density and a deficit of 44 acres of high density. By incorporating in the 3% which equated to about 57 units, the surplus in low density at 35 acres, in medium density we are in deficit of 34 acres and the high density stayed the same at 44 acres. This went to City Council and they accepted the Report and the Housing Strategy.

CDD Rux shared they have been having conversations on the Urban Growth Boundary expansion in two Planning Commission meetings and three City Council meetings. He noted at the last City Council meeting they passed a motion to direct staff to initiate an Urban Growth Boundary expansion process and to move forward with incorporating the relevant

elements out of the HNA, the EOA and the Semi-Public Land Analysis into the Comprehensive Plan, which will be worked on in the fall 2021. The plan is to get back to the Planning Commission in December and to City Council in January.

Chair Hampton noted he was involved a few years ago with the new UGB process for the State in gathering information and the old process. He asked if we are under the new UGB process now.

CDD Rux replied no, the last time the Community attempted to do a UGB expansion it was doing a multiplicity of things at the same time such as Urban Reserves, UGB and EOA. All of those aspects were not successful. Then they attempted the new simplified UGB expansion method and received some Grant money from the State and found that it was not workable for Newberg and withdrew with the City Council direction. He noted they provided presentations to DLCD staff about where they're needed to be fixes. They did a few of the fixes but there are more that need to be done. To do this one he noted they're going back to Division 24 which is the traditional method of doing UGB expansion. This time they're looking at all of it, residential and all the employment. The last time they were looking at just the industrial side of employment.

XI. RIVERFRONT MASTER PLAN IMPLEMENTATION

CDD Rux shared the ongoing activities in the Riverfront Area. Applications were received from ODOT to annex the Bypass and areas not annexed yet between Chehalem Creek and Wilsonville Rd, and Commercial Development Company for the Mill Site and their holdings. Also 5 other properties, two of them owned by the City, Baker Rock, Stonebrink family and the Goodell family down off Fourteenth Street and Waterfront Street. The first five annexations are scheduled to go to the Planning Commission in September and City Council in October. The second batch which will be ODOT and CDC will be October for Planning Commission and in November with City Council. He noted the goal is to have a lot of the Riverfront Area that was not annexed done by the end of the calendar year 2021.

Chair Hampton asked if those would have to go to a vote of the people. CDD Rux responded since they were property owner initiated a vote is not required. When the City did the Riverfront Plan they notified property owners if they are willing to file the application and supporting documentation affidavits the City would prepare the annexation application on their behalf. That has taken care of all the legal descriptions and writing all the narratives. They have the first narrative done for the first batch of five with all the legal descriptions done. Legal descriptions are being worked on for CDC and ODOT and they're working on crafting that application as well. When done it would be annexing within the proposed Urban Renewal Area 190 acres that were outside of the City limits but within the UGB with 54 acres left to annex which is the Old Landfill, Rogers Landing and a little bit of property the City is buying from WestRock to expand our Water Treatment Plant and several other parcels. It would be one of the largest annexations Newberg has seen since Springbrook Properties.

CDD Rux noted they have also made a change in the Development Code for the Mixed Employment part of the Riverfront Area, which City Council approved the ordinance and it went into effect on July 21st. He noted then there is the Infrastructure Plans, water, wastewater, stormwater and transportation that all have been through their public hearings and ordinances have been adopted by City Council and are in effect now. He noted that all the implementation for the Riverfront Area is done except for these last bit of annexations.

XII. URBAN RENEWAL PLAN & REPORT

CDD Rux noted the Urban Renewal Ad Hoc Committee had their last meeting on May 24th and recommended that the City Council refer the Plan to the Taxing Districts, which was done on June 7th and notices were done on June 9th. The consult confer process ended at midnight on July 26th. There were no written comments received from any of the Taxing Districts on the Plan or Report. There were a series of presentations with the Taxing Districts with Portland Community College and the Willamette Education Service District declining. Typically the Education Service District follows the School District so a presentation to the school board was done as well. Next in the process is going to the County Commissioners for another session on July 29th on the Urban Renewal Plan seeking a resolution to approve the Plan in conformance with their Comprehensive Plan. Newberg Planning Commission held a hearing on July 22nd and adopted a resolution indicating that the Urban Renewal Plan was in conformance with the Newberg Comprehensive Plan and Yamhill County Comprehensive Plan.

XIII. NEXT MEETING – OCTOBER 26, 2021

CDD Rux noted the next meeting will be as scheduled in October and then moving closer towards the end of the year the schedule will change.

Member Sherwood ask about the Affordable Housing Commission having three non-voting members and if that was still in effect.

CDD Rux noted there are five voting members, one student as non-voting member and three ex-officio non-voting members. He noted they changed the guidelines because there was an interest by some people in participating with the Commission but not having the obligation to have to review everything and vote, but found they did not have the time. We have not officially gone out to fill those three ex-officio seats they are still open. He noted if someone has or knows of someone that has an interest he will work them through the process to get appointed as an ex-officio member.

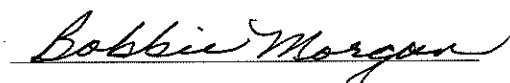
Member Eoff noted the role as an ex-officio would be just to listen, give feedback and not vote.

XIV. ADJOURNMENT: Chair Larry Hampton adjourned meeting at 2:25pm

Approved by the Newberg Affordable Housing Commission this October 26, 2021.



Larry Hampton, AFH Commission Chair



Bobbie Morgan
Recording Secretary